

[Attorney Name/Law Firm Name]

[Address Line 1]

[Address Line 2]

[Phone Number]

[Email Address]

[Date]

[Chief of Police/Commanding Officer Name, if known]

[Police Department Name]

[Precinct/Division Number]

[Address Line 1]

[Address Line 2]

RE: Notice of Representation

Client: [Client Full Name]

Date of Birth: [Client DOB]

Case/Incident Number: [Reference Number, if applicable]

Date of Incident: [Date]

To the Department Official,

Please be advised that this office represents [Client Full Name] regarding the above-referenced matter. All future communications, correspondence, or inquiries regarding my client must be directed to my office at the address provided above.

My client hereby invokes their right to remain silent and their right to counsel under the United States Constitution and applicable state law. My client does not consent to any interviews, questioning, or searches without my presence and express written consent.

If my client is currently in custody, I request immediate notification and access to consult with my client privately. If there is an active warrant for my client's arrest, please contact me so that we may coordinate a voluntary surrender under appropriate conditions.

Furthermore, we formally request the preservation of all evidence related to this matter, including but not limited to body-worn camera footage, dashboard camera footage, 911 audio recordings, CAD reports, and physical evidence.

Thank you for your cooperation in this matter.

Sincerely,

[Signature]

[Printed Name]

[Bar Number/ID]